

Retention and Classification Report

Agency: Salt Lake Community College (Utah). Salt Lake Skills Center
Division (1429)
4600 South Redwood Road
Salt Lake City, UT 84123
328-5500

Records Officer Sarah Stoker

83044	Class rolls
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AGENCY: Salt Lake Community College (Utah). Salt Lake Skills Center Division

SERIES: 83044

3

TITLE: Class rolls

DATES: 1972-

ARRANGEMENT: chronological

DESCRIPTION:

There are rolls kept from the beginning of the Skill Center which was in 1972. They include the class title, teacher name, student's name attendance and month.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1983 and continuing to the present. Retain in Office for 5 years and then destroy.

Paper: For records beginning in 1972 through 1983. Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

APPRAISAL:

Administrative Fiscal

There is a split retention on this file because some of the older student files may have been lost and this is the only record of those students attendance at the Skill Center.

AGENCY: Salt Lake Community College (Utah). Salt Lake Skills Center Division

SERIES: 83041

3

TITLE: Custom fit training files

DATES: 1980-

ARRANGEMENT: alphabetical by name of student

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

When a large, specialized company moves into our area there may not be a large enough, specially trained, workforce to fill their needs. These companies can then contract with the Salt Lake Skill Center to train a work force for their specialized needs. These files are the student files of those students trained by the Skill Center for companies such as McDonald-Douglas. The forms generally kept in these folders are: goals and objectives, intake application, employment development papers, termination papers, certificate of completion and grades (if applicable), a copy of the paycheck (paid by Skill Center with money furnish by the interested company) and an employment development profile. Other money included in this project are the Job Training Partnership Act and State Critical Industries money.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

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Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 40 years and then destroy.

APPRAISAL:

Administrative Fiscal

These files need to be kept for a long period of time because if a student applies for the federal money for school they must produce proof of any training given previously with federal money. When the file has been kept 10 years in the office the certificate of completion or any special certificates and

AGENCY: Salt Lake Community College (Utah). Salt Lake Skills Center Division

SERIES: 83041

TITLE: Custom fit training files

(continued)

transcripts (if applicable) will be removed from the files and kept for 65 years.

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake Community College (Utah). Salt Lake Skills Center Division

SERIES: 83042

3

TITLE: English as a second language student files

DATES: 1983-

ARRANGEMENT: Alphabetical by student name

ANNUAL ACCUMULATION: 2.50 cubic feet.

DESCRIPTION:

These files are needed for documentation to the federal government of training given to students who do not speak English. These files typically include ESL transfer/termination forms, admissions data sheet, test data, personal information sheet, and certificate of completion.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

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Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

APPRAISAL:

Administrative Fiscal

These files must be kept for a long time to verify training given to a student in English as a Second Language. This verification will be required if they apply for more federal money for training at a later date.

AGENCY: Salt Lake Community College (Utah). Salt Lake Skills Center Division

SERIES: 83042

TITLE: English as a second language student files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake Community College (Utah). Salt Lake Skills Center Division

SERIES: 83048

3

TITLE: Federally sponsored student training files

DATES: 1983-

ARRANGEMENT: Alphabetical by student name

ANNUAL ACCUMULATION: 9.00 cubic feet.

DESCRIPTION:

These files are the student files documenting the training of the students sponsored by the Comprehensive Employment Training Act (CETA), Job Training Partnership Act (JTPA) and Workers in Need (WIN). These programs contract with the Salt Lake Skills Center for training of people in their programs. The files typically include: intake application, work experience sheet, income statement, class schedule, correspondence, placement information, a copy of the checks paid to the student and a copy of the certificate of completion.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

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Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

APPRAISAL:

Administrative Fiscal

These files need to be kept a long period of time because the federal government is now demanding that if a student applies for federal money they furnish proof of other school attended. When the 10 years in the office has expired, the file will be weeded and the certificate of completion or any special certificates and transcripts will be removed from the files and kept for 65 years.

AGENCY: Salt Lake Community College (Utah). Salt Lake Skills Center Division

SERIES: 83048

TITLE: Federally sponsored student training files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake Community College (Utah). Salt Lake Skills Center Division

SERIES: 83047

3

TITLE: Occupational skills training files

DATES: 1983-

ARRANGEMENT: Alphabetical by student name

ANNUAL ACCUMULATION: 11.50 cubic feet.

DESCRIPTION:

These are files of students enrolled in the Skills Center that are not sponsored by anyone else (ie CETA, JTPA, WIN, a company looking to improve their workforce, or the prison). They document the training provided to these students. They typically include an admissions data sheet, class schedule, veteran preference, counselors name, tests records, fee agreement, progress report, employment development plan and goal sheet.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

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Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

APPRAISAL:

Administrative Fiscal

When the file has been kept 10 years in the office the certificate of completion or any special certificates and transcripts (if applicable) will be removed from the files and they will be kept for the 65 years.

AGENCY: Salt Lake Community College (Utah). Salt Lake Skills Center Division

SERIES: 83047

TITLE: Occupational skills training files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake Community College (Utah). Salt Lake Skills Center Division

SERIES: 83043

3

TITLE: Prisoner training files

DATES: 1983-

ARRANGEMENT: Alphabetical by name of student

ANNUAL ACCUMULATION: 0.70 cubic feet.

DESCRIPTION:

These are the student files documenting the training given to prisoners on a work program. The program is a carpentry program. The Prison contracts with the Skill Center for this program and pays the prisoners fees. These files typically include an employment development plan, intake application and certificate of completion. Sources of funding is federal (Carl Perkins Act) which is matched by the State.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

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Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

After the file has been kept for 10 years in the office, the certificate of completion and any special certificate will be removed from the files and kept for 65 more years.

AGENCY: Salt Lake Community College (Utah). Salt Lake Skills Center Division

SERIES: 83043

TITLE: Prisoner training files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake Community College (Utah). Salt Lake Skills Center Division

SERIES: 83045

3

TITLE: Student testing files

DATES: 1974-

ARRANGEMENT: Alphabetical by student name

ANNUAL ACCUMULATION: 0.70 cubic feet.

DESCRIPTION:

These are the actual aptitude tests taken by the student. The test scores are recorded in the student files but not a copy of actual test. The information included are: name of student, address, test taken, score and test administrator.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

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Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

Administrative Fiscal

The test scores are recorded in the student files and will be kept for 10 years (the files are weeded at this time). These files are a backup and show they actual test taken by the individual.

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake Community College (Utah). Salt Lake Skills Center Division

SERIES: 83046

3

TITLE: Summer youth job files

DATES: 1983-

ARRANGEMENT: Alphabetical by student name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

The purpose of this record series is to document the progress of ESL students who work part-time around the school in exchange for tuition. The file includes admission data sheet, competency report, correspondence and aptitude test.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

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Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Private